

BLM California

Rural Fire Assistance Staff Responsibilities and Schedule

BLM RFA Staff Responsibilities

RFA Program Manager

- Guide development and distribution of the grant application packet
- Provide national and state guidance to the field
- Coordinate program information between field and national leads
- Facilitate statewide collaborative initiatives for rural fire department assistance
- Track and report RFA activities statewide
- Work with field RFA leads to submit purchase requisitions to Agreement Specialist

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RFA Agreement Specialist

- Develop or modify RFA agreements
- Track statewide funding obligations and liquidations
- Provide status reports and information to Program Manager, as needed
- Provide copies of applications and agreements to field RFA leads

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Regional/District Fire Management Officers:

- Select fire staff from each region or district to serve on the selection panel (see schedule).
- Provide oversight to applicable field staff related to program reporting (NFPORS, MIS, and coordination w/RFA applicants).
- Oversee field responsibilities in tracking funding obligations and liquidations of RFA grants

James Brown, NorCal Regional FMO
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Toni Sarozotti, CenCal Regional FMO
Office #: 661-391-6096

Dick Franklin/Tom Patterson, CDD Regional FMO/Assistance FMO
Office #: 909-697-5355 or 909-697-5274

Fire Management Officers or Other Designated RFA Lead:

- Work with applicable departments to determine their needs in wildland training, PPE, non-capitalized equipment purchases, and prevention activities.
- Provide the RFA Program Manager with information on local needs and options to help facilitate a statewide strategy. Include BLM training efforts that can accommodate rural fire department participants and the availability of suitable surplus equipment (i.e., engines, equipment, PPE, etc).
- Notify eligible departments and work with to complete and submit application materials, as necessary.
- Follow-up on department purchases with grant funding and report discrepancies to Agreement Specialist.
- Maintain updated RFA files and reference materials
- Update NFPORS and MIS data reporting systems in coordination with Regional &/or State NFPORS/MIS leads
- Provide technical assistance and recommendations as necessary for the grant selection process

BLM RFA Schedule

- A. Fall Application Period (4-week period between late-Aug and Oct)
 - a. Drafted and announced by State Office RFA Program Manager (Program Manager). Will be posted on California Fire Alliance website, CA Fire Safe Council website, BLM CA website and likely several national websites such as NIFC/National Fire Plan, etc.
 - b. Applications go to Program Manager
- B. Field Office (FO) RFA leads work with their local departments to inform and assist with the application process (Aug-Dec).
- C. Program Manager provides FO leads with the applicant list and they provide assessment/rating to Regional FMOs (Oct-Nov)
 - a. Comments should relate to FO assessment of department needs and alternatives available to meet those needs (i.e., BLM provide training or surplus equipment)
- D. Program Manager will work with other agency RFA/VFA leads to determine state-wide strategies, partnerships, and alternative funding sources to assist rural/volunteer fire departments (Ongoing).
- E. Budget arrives and funding decision/final selections are made (funds obligated within 90 days).
- F. Post-season (Oct-Nov) or other FMO meeting to rate and select RFA grants.
 - a. Program Manager and or FO Leads develop purchase requisitions to be provided with applications to State Office Agreement Specialist (Agreement Specialist)
- G. First letter to applicant (Nov-Dec) drafted and mailed by Program Manager or Agreement Specialist.
- H. RFA agreements or modifications are developed by Agreement Specialist and coordinated between applicants and FO leads (Nov-Dec)

- I. FO leads enter/correct their RFA awards in NFPORS and MIS (Dec-Jan)
 - a. NFPORS reporting includes purchase units such as number of training, equipment and prevention.
 - b. MIS reporting is just the number of departments funded/communities protected.
- J. Agreements/modifications are returned to Agreement Specialist (generally 2-6 weeks) and finalized.
 - a. FO leads or FMOs follow-up with departments to make sure applications/agreements are returned expeditiously to SO Agreement Specialist (Oct-Jan)
- K. Agreement Specialist or Program Manager will mail copies of completed application packet/agreements to applicable FO leads for their files (Dec-Jan).
- L. Agreement Specialist and Program Manager will develop MIS or other reports, as needed, to track grant obligations.
- M. Applicant can ask for financial advancement or reimbursement (after agreement/mod is signed and within the award year).
- N. Departments will send Agreement Specialist and FO leads copies of receipts or other tracking reports as needed.
 - a. Department provides the Agreement Specialist and FO a *Status Report Form* (Standard Form 269 or 269A) within 90 days of award date.
 - b. FO leads work with departments to make sure funds are liquidated within 12 months of receipt of award (ideally by Sept 30)
 - c. FO leads or FMOs visit their local departments to document purchases (ongoing)
- O. Departments/Grantee must submit all financial, performance, and other reports required as a condition of the grant, within 90 days, after the expiration or termination of the grant. Upon request by the grantee, Federal agencies may extend this timeframe.
 - a. Final performance or progress report.
 - b. Financial Status Report (SF 269) or Outlay Report and Request for Reimbursement for Construction Programs (SF-271) (as applicable.)
 - c. Invention disclosure (if applicable)
 - d. Federally-owned property report
 - e. Cost adjustment
 - f. Cash adjustments
- P. Closeout reports produced by Agreement Specialist when it is determined that all applicable administrative actions and all required work of the grant has been completed.
 - a. Copies provided to Program Manager and FO leads
- Q. FO leads work with local departments to assess current and future needs and provide summary to Program Manager to assist in state-wide strategy (Jan-Feb).
- R. Program Manager makes request to FO leads to enter their “proposed” RFA applicants for the next year’s funding cycle in NFPORS (March-April)